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ABSTRACT

This book is based on training sessions conducted by the author that focused on key issues in the design of self-instructional materials, including an awareness of the distinctive features of self-instructional materials, characteristics of the target audience, and coming to grips with the resources and constraints within which one must work. Guidelines for the development of self-instructional materials are presented that may be used as an individual guide or as a series of ready-made workshops. Instructions for use in both capacities are included, as well as an introduction to the characteristics of self-instructional materials. Ten chapters cover the following topics: (1) distinctive features of self-instructional material; (2) differences between textbooks and self-instructional material; (3) differences between open, distance, and flexible learning; (4) resources and constraints; (5) target audience; (6) alternative methods of material production; (7) assembling a course proposal; (8) advance organizers; (9) student learning activities; and (10) learner workload and readability. Each chapter contains an overview of the issue, key questions collected from workshops and seminars taught by the author, comments, examples, illustrations, and summary pages that can be used as overhead projector transparencies, and references. (DLS)

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